



## PUPILS IT ONLINE SAFETY POLICY

### Introduction

This policy has been compiled with reference to the following statutory regulations:

Keeping Children Safe In Education (KCSIE) (2021), Prevent Duty (2015), revised April 2019, Working Together to Safeguard Children (2015 revised 2019), Special Educational Needs and the Disability Code of Practice (2015) and Statutory framework for the early years foundation stage (April 2017) and the Early Years Foundation Stage: Coronavirus Disapplications July 2020.

Other related school policies:

- Anti-Bullying Policy
- Anti-racism Policy
- Promoting Positive Behaviour Policy
- Safeguarding (Child Protection) Policy
- The Prevent Duty at JAGS
- Online Safety Policy

This policy is to be brought to the attention of all pupils at least annually. The IT Code of Conduct which accompanies this policy is posted in all computer rooms and other areas where pupils have access to computers. An abbreviated version of the IT Code of Conduct for Pupils appears in the school diary. All pupils in the Senior School and Junior School (except EYFS pupils) sign to say that they have read and understood the abbreviated policies available in their planner.

The school provides computers, laptops and tablets for pupils to use in a way that will help them with their studies. The Head Teachers of the school are aware that misuse of computers is to be avoided, and wish to set out a policy to safeguard and promote the welfare of the pupils, and minimise the risk of harm to the assets and reputation of the school. The school has two levels of internet monitoring to ensure that inappropriate sites are filtered and any inappropriate searches are reported to the pastoral team.

Pupils will be taught about on-line safety through PSHCE lessons, Computing lessons, assemblies and special one-off visiting speaker sessions. In addition, parents are also given advice via internet seminar evenings and the school website.

We expect all pupils to use the equipment carefully, sensibly and responsibly. They must not bring in to the school or send out from the school or send within the school material of any kind that parents, pupils or staff might find unacceptable or inappropriate in a school environment. It should be recognised that, in some cases, the misuse of computers, laptops and tablets and other mobile internet devices, e.g. smart phones and cameras may be illegal.

For this reason, here is a set of rules that pupils should adhere to:

The use of E-mail and sites & services such as social networking sites, chat rooms, games sites and newsgroups is only sanctioned within the school if:

- Age appropriate
- If they are directed to do so by a member of staff
- Is for education use only e.g. as part of a lesson

When using the Internet, pupils should be aware that others outside school may be trying to use the Internet in an unacceptable way, and so they should not:

- Give their E-mail address or any other piece of information that would identify themselves or their home or school to any other person
- Arrange to meet people as a result of communications on the Internet
- Agree to have their name or E-mail address added to any distribution list, newsletter or promotional scheme or similar, or attempt to add names or E-mail addresses for others
- Pupils should be sensitive to others in the school; they should be aware of the laws of the land and what is proper use of a computer, laptops and tablets and other mobile internet devices by generally accepted standards of common decency and by the legal requirements of Internet Services Providers.

Therefore, pupils:

- Must not use the computers, laptops and tablets and other mobile internet devices to look at, publish or produce material that would be offensive, including bullying, swearing, slander, unacceptable photographs or images, text or instructions for activities which are illegal.
- Must not sexually harass their peers whether members of the school or not, via their mobile and smart technology, share indecent images: consensually or non-consensually and/or view and share pornography and other harmful content.
- Must immediately report to a member of staff if they receive material that might reasonably be described as offensive, and must not make any attempt to send it to others or print or reproduce it in any way.
- Pupils must not involve others in looking at, or producing sexual images, watching sexual activities or encourage others to behave in sexually inappropriate ways (including via the internet). Making, possessing and distributing any imagery of someone under 18 which is 'indecent' is illegal. This includes imagery of children who are under 18.
- Should only share within JAGS staff resources or video recordings of lessons.
- Should be encouraged only to join social media that is age appropriate, as stated the guidelines of the websites.
- Pupils may not use their mobile phones or other communication devices between 8.25– 3.45pm unless under the direction of a member of staff and, if they are using their own device, it must be connected to the school wi-fi and NOT 3, 4 or 5G
- Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's Promoting Positive Behaviour or Anti-Bullying policy, and/or could contain youth produced sexual imagery (sharing of nude or semi-nude images, or sexting).
- Pupils should be aware that if a pupil breaches the school policy, the phone or device will be confiscated and will be held in a secure place and will be released at the end of the school day.
- Pupils' mobile phones or devices may be searched by a member of the senior leadership team, with the consent of the pupil or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes school policies. Police advice may be sought and the phone may be held securely following their instruction. Searches of mobile phone or personal devices will only be carried out in accordance with the school's policy which has been written using the DfE advice: [www.gov.uk/government/publications/searching-screening-and-confiscation](http://www.gov.uk/government/publications/searching-screening-and-confiscation).
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation

If pupils are concerned that someone is sending indecent images or is engaging with them or anyone they know inappropriately, they should report this to a responsible adult e.g. Form Tutor, Head of Year, Head of Section or any other adult within school. They can also report their concerns via the online CEOP safety centre [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)

Pupils are reminded of the following useful websites where they can find out more about online safety and how to report concerns including REPORT, REMOVE: Childline's dedicated site to help young people remove nudes and semi-nudes that have been shared online.

CEOP: <https://www.ceop.police.uk/Safety-Centre/>

Childline: <https://www.childline.org.uk/get-support/>

[www.childnet.com/cyberbullying-guidance](http://www.childnet.com/cyberbullying-guidance) <https://www.disrespectnobody.co.uk/>

<https://www.thinkuknow.co.uk/>

<https://www.saferinternet.org.uk/>

[www.internetmatters.org](http://www.internetmatters.org)

[www.pshe-association.org.uk](http://www.pshe-association.org.uk) [www.educateagainsthate.com](http://www.educateagainsthate.com)

[www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)

- Pupils must be aware of the need to protect the school's network and the work stored upon it, and should be aware of the need to log on to a network correctly, so they must:
- Change their password regularly and in accordance with the school's rules on changing passwords, in the Senior School
- Not tell their password to another person
- Not ask another person for their password
- Not use a computer logged on as a different user
- Not allow people from outside school to use a computer without permission from a member of staff
- Not attempt to log on as a different user or attempt to guess another person's password or try to watch someone as they log on in an attempt to discover their password.

Shared resources are always vulnerable to viruses, so pupils:

- Must only download files from the internet from known, trusted, well-established sites and sources. As an extra precaution, pupils are encouraged to download files onto a disk separate from the hard disk, such as a USB flash drive, and then scan the files with a virus scanner. When in doubt, don't download the file.
- Must be wary of unexpected attachments or hyperlinks in email. Viruses and spyware are often sent via email, often in what are called "spoofed" messages or emails that appear to be from a trusted sender but actually are not. Consider carefully received file attachment or unexpected links. If in doubt, don't open the attachment and speak to the I.T. Department.
- Must not intentionally use school equipment to spread viruses inside or outside of JAGS. If in doubt, pupils must manually scan the file or drive by right clicking and selecting 'scan with system centre endpoint protection'. However, all storage devices (USB, portable Hard drive, phones, SD cards etc.) connected to the JAGS network will be scanned automatically.
- Must inform a member of staff if they think there is a possibility of a virus entering the system, or if they know of someone trying to break these rules.
- Under certain circumstances, pupils may borrow school equipment, however they are expected to know how the equipment works before they are allowed to take it.
- The necessary paperwork must be completed, countersigned by a member of staff and taken to the Finance Department for the Director of Operation's approval.
- Equipment must be returned by the due date.
- Pupils are expected to be aware of the value of the equipment, not lend it to others, use it in a responsible way and return it in good order.
- The Finance Department must be informed immediately in case of a problem.

School computers must not be used for illegal activities, particularly attempting to gain illegal access to other computers, including the school's. This is known as "hacking" and is a criminal offence.

Pupils may not attempt to attach any laptop computer to a school network, nor must they attempt to dismantle any computer equipment. They MUST not attempt to replace the toner in printers.

Pupils should recognise that computer rooms are potentially dangerous places and they must use them carefully, and keep computer areas free from food and drink. Equipment should be kept clean and free from graffiti. Pupils who find equipment broken should report this to a member of staff. Pupils who break equipment must report it, so that it can be dealt with as soon as possible and does not become a risk to others.

Pupils must not use computers, laptops and tablets and other mobile internet devices, including their own at home, to spread incorrect or misleading information about the school, school policy, the school staff or governors or other pupils or parents. Pupils must not bring the school into disrepute by their use of any computer system, including the Internet

If pupils are in doubts or have questions regarding IT in general, pupils should consult the IT department or an appropriate member of staff.

Pupils who know that others are abusing the system should report this to the Head, Deputy Head, Pastoral, the DSL their Head of Section, Head of Year or Form Tutor in confidence if necessary

### **Email (Senior School)**

The Use of a school email address is provided for pupils, through Office 365. Pupils must adhere to the guidelines provided in their planner under the IT Code of Conduct. The sixth form pupils are allowed to access personal email accounts during breaks in their timetable, but only in the confines of the Sixth Form

- Where a pupil breaches the rules above, the Governors have authorised the Head to apply any sanction which is appropriate and proportionate to the breach including, in the gravest circumstances, exclusion. Pupils, or a pupil's parents or guardian may be asked to pay for any significant expenditure or indemnify any significant liability incurred by the school as a result of a breach.

The Designated Safeguarding Lead, Rhona Muir, is responsible for online safety with the support of the Deputy Safeguarding Leads.

The Governing Body has nominated **Mrs Geraldine McAndrew (Governor)**, who has received appropriate training, as the lead Governor to take leadership responsibility for the School's safeguarding arrangements. She can be contacted via The Clerk to the Governors at JAGS, Jason Peck. email. Jason.Peck@jags.org.uk; Tel: 020 8613 6331

## Appendix One

### IT CODE OF CONDUCT FOR PUPILS

Please ensure that you read Jags IT Acceptable Usage policy and abide by its terms.

- Mobile phones must not be used in school during the working day (8.25am – 3.45pm) unless permission has been given by a member of staff.
- When using your own mobile device to connect to the Internet, always login onto the JAGS Wi-Fi network using your normal log in credentials.
- Use the IT equipment carefully and responsibly at all times and report any missing equipment.
- Email and social networking within JAGS is acceptable only through JAGS Office 365 email.
- The use of other social networking sites, chat rooms, games sites and newsgroups is not allowed unless supervised by a member of staff.
- Pupils should not use a computer logged on as a different user or use another pupil's password to log onto their user-space and do not share your password with others.
- Files stored in your user-space are the possession of the school and may be viewed by staff.
- When using the Internet, you should not give information that would identify you, your home, your parents or the fact that you are a pupil at this school.
- Uploading any material that may bring the school into disrepute or is intended to cause distress to a fellow pupil or teacher is forbidden and will have serious disciplinary consequences.
- During teacher led activities, which require student login. Pupils must use their school email accounts.
- Avoid offensive material but report if seen to a member of staff.
- Ensure that you use technology and websites responsibly, remember to, 'Be kind and responsible'.
- Pupils must not reproduce material that might be covered by copyright. Always document sources of material.
- School equipment may be borrowed only if the appropriate permission has been given by a member of staff.
- "Hacking" is a criminal offence and is forbidden at JAGS.
- Settings on school computers must not be altered and you should not attempt to bypass the school web filtering, cause damage or break any of these rules. The school monitors all computer activity.
- Pupils who know that others are abusing the system should report this to a member of staff, in confidence if necessary.
- Personal laptops or tablets may be used in school if, and only if, it enables the pupil to participate in a lesson effectively or enables the student to overcome challenges experienced when using the school system.

## Appendix Two

### Pupil Code of Conduct

#### Remote Learning

##### *Pupil Code of Conduct: Remote Learning*

Remote learning offers many benefits, but it is important that we keep safe whilst learning. All our normal school rules and policies still apply whilst we are remote learning, and your teachers are working to support you as normal.

This is what we expect from you whilst the school is closed and we are engaged in remote learning. Most of these are the same as our expectations during the usual school day, adapted for a new online environment:

##### Behaviour:

- I will treat other people, both teachers and pupils, with respect
- I will be polite and not behave unkindly or exclude others from my work
- I will follow the school's usual policies such as the Anti-Bullying Policy and the Online Safety Policy
- I will ensure that I am prepared for my lessons and that I complete my work to the best of my ability.
- If I am unable to complete a piece of work, I will contact my teacher to let them know.

##### Working on Teams:

Most of your remote learning will take place on Teams. This is because it is a secure learning environment that is only open to members of our school community.

- I will not share anything that is posted on Teams with people outside the school
- I will not create groups on Teams without a teacher's permission
- I understand that everything I type in Teams is monitored in the same way as any work on the network at school is monitored

##### Live Lessons:

Some of your lessons will be delivered through pre-recorded or pre-prepared materials. You may be asked to interact via Chat or via posts that are shared through a Teams channel. Sometimes, your teachers may be able to hold live teaching sessions with you over Teams.

- I will not start calls or meetings without a teacher's permission, and I will end or leave a meeting when I am asked to
- I will join the lesson without my microphone and camera on and will switch them on once the teacher is ready to begin the lesson
- I understand that Teams lessons may be recorded by the teacher, but that the recordings will not be made public
- I will not take photos of my screen or record online interactions or lessons in any way
- I will not allow other people in my household to participate in the lessons

##### Safeguarding:

When I am involved in an online lesson, I will make sure that:

- I am paying attention and communicating politely

- My environment is as quiet as possible and free from distractions
- I am appropriately dressed for school
- Nothing private can be seen in the background of my video – for example, no photos and no personal details

If anything on Teams upsets me or makes me uncomfortable, I will report it to an adult immediately. I could report it to:

- A parent or any adult in my family
- My teacher, form tutor, Head of Year or Head of Section
- The Designated Safeguarding Lead for the school, Miss Muir. It is her job to ensure that everyone is kept safe. I could email her ([Rhona.Muir@jags.org.uk](mailto:Rhona.Muir@jags.org.uk)), phone her during school hours (020 8299 8419) or message her through Teams.
- One of the Deputy Designated Safeguarding Leads for the school, Ms Payne ([Samantha.Payne@jags.org.uk](mailto:Samantha.Payne@jags.org.uk)) or Mrs Jones ([Anna.Jones@jags.org.uk](mailto:Anna.Jones@jags.org.uk))

## Appendix 3

### IT ACCEPTABLE USE AGREEMENT

- **When using the JAGS network, I agree to abide by the School Rules, Pupils IT Online Safety Policy, Anti-Bullying Policy, Anti-racism Policy and the Promoting Positive Behaviour Policy. These policies are available on the school website, at <https://www.jags.org.uk/about-us/policies-governance>.**
- **I accept that all online activity, both on school devices, on school learning platforms (including Microsoft Teams), and through remote access will be monitored.**
- **I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.**

### Personal Safety

- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware that people with whom I communicate online may not be who they say they are.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report to my Form Tutor, Head of Year or Head of Section, Deputy Head, Pastoral or Designated Safeguarding Lead any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- My school Microsoft email account will be used only for school matters.
- I will check my school email regularly.
- I understand that electronic communication with JAGS teachers should take place only via school email or Teams; all communications to teachers or organisations outside of JAGS, using the JAGS computing platform, should be addressed formally and care should be taken with grammar and punctuation
- I understand that emails and communications should have a formal tone.
- I will not forward emails without considering whether I should ask for permission from the original sender and think carefully before using 'Reply All'.
- I will delete emails from my inbox regularly, particularly if they have attachments.

## **Microsoft Teams**

- I will not open email attachments if I do not know the sender or was not expecting to receive an attachment from a known contact. Microsoft Teams is to be used only for school matters.
- I will check Teams regularly for updates.
- I will ensure that any communication shared on Teams by me will be polite and relevant to the work being undertaken. I will not make unnecessary comments or share inappropriate material.
- If you have any concerns about anything you see on Teams, please contact your Form Teacher, Head of Year or Head of Section immediately. The School Safeguarding Policy applies to all matters in school, including the use of Teams.

## **When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work, thus abiding by Copyright Legislation.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

## **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube).

## **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

**I have read and understand the above and agree to follow these guidelines and the policies mentioned above when:**

- I use the school systems and devices (both in and out of school) .
- I use my own devices in the school (when allowed) e.g. mobile phones.
- I use my own equipment out of the school in a way that is related to me being a member of JAGS e.g. communicating with other members of the school, accessing school email, website etc.

**Pupil Code of Conduct**

**Remote Learning**

*Pupil Code of Conduct: Remote Learning*

Owner: Deputy Head, Pastoral

Pupils Online Safety Policy Updated December 2020 and September 2021

Next review: December 2022

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  - A parent or any adult in my family
  - My teacher, Form Tutor, Head of Year or Head of Section
  - The Designated Safeguarding Lead for the school, Miss Muir. It is her job to ensure that everyone is kept safe. I could email her ([Rhona.Muir@jags.org.uk](mailto:Rhona.Muir@jags.org.uk)), phone her during school hours (020 8299 8419) or message her through Teams.
  - One of the Deputy Designated Safeguarding Leads for the school, Ms Payne ([Samantha.Payne@jags.org.uk](mailto:Samantha.Payne@jags.org.uk)) or

Mrs Jones ([Anna.Jones@jags.org.uk](mailto:Anna.Jones@jags.org.uk))